



CITY OF HOUSTON

Job Posting

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1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification SENIOR PUBLIC LOSS INVESTIGATOR
3	Posting Number PN# 111219
4	Department Public Works & Engineering Department
5	Division Public Utilities Division
6	Section Operations Support Branch
7	Reporting Location 611 Walker*
8	Workdays & Hours M - F, 8:00 a.m. - 5:00 p.m.*
	*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures. Serves in a lead capacity in issues regarding City and/or department security and loss prevention. Investigates complex reports of illegal or improper use. Diversions or theft of City and/or department materials or tools. Signs criminal complaints (as a complaining witness) and acts as a witness in court cases. Acts as a special agent for the City and/or department in the investigation of a wide variety of complaints and disputes involving employees, customers, contractors and citizens. Explains department policies, procedures, rules and regulations. Attempts to settle differences causing complaints. Makes recommendations for improvements to security measures; evaluates the effectiveness of City and/or department security systems, policies and procedures.
10	<u>WORKING CONDITIONS</u> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required. Requires the ability to make simple gross motor responses within large tolerances.
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate's degree in Criminal Justice, Accounting, or a related field.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Six years of professional experience in professional law enforcement and/or investigating public loss at the corporate level are required. Pertinent professional experience in law enforcement and/or investigating public loss at the corporate level may be substituted for the above educational requirements on a year-to-year basis. A Bachelor's degree in Criminal Justice, Accounting, or a related field may be substituted for the education requirement and two years of the experience requirement.
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Requires a valid Class C Texas Driver's License and comply with the City of Houston's policy on driving.
14	<u>PREFERENCES</u> None
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass assignment Drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><u>Salary Range - Pay Grade 24</u> \$ 1,419 - \$ 2,048 Biweekly \$36,894 - \$53,248 Annually</div>
18	<u>OPENING DATE</u> June 14, 2006
19	<u>CLOSING DATE</u> June 20, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
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